

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular & budget meeting of the **Brown County Administration Committee** was held on Thursday, October 22, 2015 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Supervisor Fewell, Supervisor Jamir, Supervisor Schadewald, Supervisor De Wane, Supervisor Blom
Also Present: Paul Zeller, Sandy Juno, Justin Schmit, Maria Lasecki, Juliana Ruenzel, August Neverman, Laura Workman, Warren Kraft; Supervisors Clancy, Erickson, Lund, Van Dyck, Sieber, Robinson; Executive Streckenbach, Chad Weininger (Director of Administration), Dan Process (Internal Auditor), David Ehlinger (Finance Director), Sandy Parmer (Senior Accountant), Christina Connell (Senior HR Analyst) and other interested parties.

I. Call to Order.

The meeting was called to order by Chairman Fewell at 5:34 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to take Items 15 and 16a, b, c & d after Comments from the Public. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of September 24, 2015.

Motion made by Supervisor De Wane, seconded by Supervisor Blom to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public None.

Although shown in proper format here, Items 15, 16a-d were taken at this time.

****BUDGET REVIEW****

REVIEW OF 2016 DEPARTMENT BUDGET

1. COUNTY CLERK – Review of 2016 Department Budget.

County Clerk Sandy Juno provided a hangout (attached) re: 2016 Budget Presentation and briefly spoke to it.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to make a technical change on Pg. 345 in the budget book under DS200 Hardware and Software Annual Maintenance from \$175 to \$200. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve the Clerk's budget as amended. Vote taken. **MOTION CARRIED UNANIMOUSLY**

a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – County Clerk.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. COUNTY TREASURER – Review of 2016 Department Budget.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve the County Treasurer's budget with the amendment under LTE-Tax Collection Help to keep the current 0.67 FTE but change the

hourly rate from \$11.25 at 1,400 hours to \$12.50 and decrease the annual hours to 1,260 equaling \$15,751 causing no fiscal impact. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadebald, seconded by Supervisor De Wane to approve the Treasurer's budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

3. CHILD SUPPORT – Review of 2016 Department Budget.

Motion made by Supervisor De Wane, seconded by Supervisor Schadebald to approve the Child Support budget. Vote taken. MOTION CARRIED UNANIMOUSLY

4. CORPORATION COUNSEL – Review of 2016 Department Budget.

Motion made by Supervisor De Wane, seconded by Supervisor Schadebald to approve the Corporation Counsel budget. Vote taken. MOTION CARRIED UNANIMOUSLY

5. DEPT. OF ADMINISTRATION – Review of 2016 Department Budget.

Motion made by Supervisor Schadebald, seconded by Supervisor Jamir to approve the Department of Administration budget. Vote taken. MOTION CARRIED UNANIMOUSLY

- a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Dept. of Administration.

Motion made by Supervisor Schadebald, seconded by Supervisor Blom to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. TECHNOLOGY SERVICES – Review of 2016 Department Budget.

Motion made by Supervisor De Wane, seconded by Supervisor Schadebald to approve the Technology Services budget. Vote taken. MOTION CARRIED UNANIMOUSLY

- a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Technology Services.

Motion made by Supervisor Schadebald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. HUMAN RESOURCES – Review of 2016 Department Budget.

Motion made by Supervisor Schadebald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- a. Resolution Approving New or Deleted Positions during the 2016 Budget Process – Human Resources.

Motion made by Supervisor Schadebald, seconded by Supervisor Blom to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Year 2016 Non-Division Budgets Review

8. Capital Projects.

Motion made by Supervisor DeWane, seconded by Supervisor Schadebald to change the word Wrightstown to Ashwaubenon on Pg. 282 in the first paragraph. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to approve Capital Projects. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Debt Service.

Motion made by Supervisor Schadewald, seconded by Supervisor Blom to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

****NON-BUDGET ITEMS****

11. Review Minutes of:

- a. Housing Authority (August 17, September 21 & September 25, 2015).

Jamir informed that the September 25, 2015 Brown County Housing Authority minutes, the word "MEMBERS" under "MEMBERS EXCUSED" was spelled wrong.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

12. Resolution re: Establishing the Salaries of Certain Elective Officials.

County Clerk Sandy Juno, Register of Deeds Cathy Williquette and Treasurer Paul Zeller were present with a request to adjust the resolution regarding their salaries. Handouts were provided (attached) and spoke to.

Motion made by Supervisor Schadewald, seconded by Supervisor Fewell to support the proposal for the 4 year terms of the Clerk, Register of Deeds, and Treasurer to be set at \$73,700 for 2017, \$75,700 for 2018, \$77,214 for 2019 and \$78,758 for 2020 which represents bringing them in line with the Clerk of Courts and giving a 2% increase in 2019 & 2020. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

13. Budget Status Financial Report for September, 2015.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to suspend the rules to take Items 13-14, 19-25 & 27. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to approve Items 13-14, 19-25 & 27. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director's Report. *See Item 27.*

Treasurer

15. Budget Status Financial Report for September, 2015.

Treasurer Paul Zeller provided a handout (attached).

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Treasurer's Report:**

a. Discussion/Action regarding 2016 LTE (Tax Collection Help) Hourly Rate of Pay in the Treasurer's Office (no Budget Impact)

Zeller provided handouts (attached) in which he spoke to. Director of Administration believed he should have the flexibility to do this in his current budget because he had those dollars set aside. However it had to be in a resolution form or during the budget as a Table of Organization change. Schadewald was in favor of it but suggested he talk with Administration to see where they had the flexibility and if he did needed to pass a resolution he could provide that to the committee at a later date.

Weininger reiterated that he was not changing the number of employees, just asking to have a bit more flexibility in the amount that he paid. He would recommend that when they opened up his budget they could make an adjustment, not change the dollar amount but the pay rate. It was more transparent that these were the pay rates that he could pay his LTEs.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Update on change in Courier Services vendor for Brown County Treasurer.

Zeller informed that the Treasurer's office was responsible for all courier services in terms of picking up deposits from the golf course, the museum, the Adventure Park, etc. They were getting feedback last spring that the courier was not picking up at the times requested and it became more of a problem. With the help of Purchasing, they put out a Request for Proposal (RFP) and received three responses. One being the current courier service. They did make a change using Waltco. They added the Sheriff's department as well as the Park's department and they were realizing savings of almost \$5,000 a year. It was time to that and it was reflected in his budget.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

c. Discussion/Action regarding writing off Outstanding Checks to the Unclaimed Funds Account.

Zeller informed that this was an extension to their conversation back in April or May. Handouts were provided (attached) detailing the background and procedures.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir that the funds be transferred to the Unclaimed Funds Liability account. Vote taken. MOTION CARRIED UNANIMOUSLY

d. Discussion/Action on direction from the Administration Committee regarding Parcel M-147 (Morrison Manor House) at 3195 Mill Road in Town of Morrison.

Zeller provided the Outstanding Taxes Payoff Figure report for parcel M-146, 3195 Mill Rd in the Town of Morrison. There were delinquent taxes, interest penalties, special assessments, and Treasurer's charges due back to 2008. The formal procedure that they followed in property tax foreclosures required that there be three continuous years of delinquent property taxes due on a parcel before the county could start the In Rem foreclosure procedures. They had a few more than three years. This property had been dismissed, set aside, and postponed. The former Treasurer had chosen for various reasons not to move forward. The General Taxes Due of \$3,024.00 was what the county had paid out to the other taxing jurisdictions as a deficit. The

interest and penalties of \$2,337.59 were due for their budget that they had not received. The second page was a letter from the Health Department. The Town of Morrison requested that the county take action on this parcel; asking the county to take the parcel with the building on it as is. The county did not have the responsibility and could not be forced to take a parcel if there were disadvantages to the county in taking it. Zeller informed that they were the standing committee that he reported to and it had come to a point where the town deserved to provide some input to the committee and the County Board if they so choose. This decision resided with the Treasurer's office and with the Administration Committee with regards to moving forward on this. A decision to take real estate would involve the Executive Committee as well. This had been before the Planning, Development and Transportation Committee.

Motion made by Supervisor Schadewald, seconded by Supervisor De Wane to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Tom Kempen – Town Chairman, Town of Morrison

Kempen reiterated that this building had been delinquent for seven years and they needed to take some action. It was beginning to infringe on the people that lived nearby. There was a common wall to another building and all the deterioration was affecting the other building. There was a successful business in the neighboring building and they would like to attain that. There were trees growing in the adjoining property that was pushing against the foundation. They were asking for help to set up some action of some sort to get this eyesore taken care of.

Dennis Laabs, Town Supervisor, Town of Morrison

Laabs informed that the roof was caved in and trees were growing out of the top of the building and there were all sorts of varmints. They had been citing them with their nuisance ordinance but haven't been collecting anything on that either.

Zeller informed that the owner on record was NEWE Deal LLC, a limited liability company. Bills went to Rolf J. Calaway, 718 Nathan Dr., De Pere. Zeller added that the property tax records dating back to July of 1993, as of that date, Sandra and Thomas Calaway, one-quarter interest each and Ralph Calaway, one-half interest.

Gary Jahn, Attorney for Town of Morrison

Jahn informed that the NEWE Deal's registered agent was Thomas M. Calaway of 3742 Park Rd., Town of Morrison. The LLC had been administratively dissolved.

De Wane felt this probably should have been brought forward sooner and they needed to take action.

Clancy informed that they had tried to get BC Planning involved to see if there was anything available for mediation and there was nothing. So they had tried. If someone was living in it they could do more but no one was living in it.

Zeller questioned if the town had moved forward with condemnation and taken it to the next step, a raze order? The town had the authority; it was not the county's position. They had to cross quite a few points off the list before the county had to take action or take the building. Jahn informed that they did start the raze order proceedings, the registered agent was just served with those papers and they gave them until October 31, 2015 to raze the property.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Further discussions ensued, Director of Administration Chad Weininger stated that he could call some people in Madison to see if they would be able to find any funding available.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to hold for 30 days. Vote taken.

MOTION CARRIED UNANIMOUSLY

Child Support

17. Departmental Openings Summary.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file Items 17 & 18. Vote taken. **MOTION CARRIED UNANIMOUSLY**

18. Director's Report. *See Item 18.*

Department of Administration

19. Administration Budget Status Financial Report for August, 2015. *See Item 27.*
 20. 2015 Budget Adjustment Log. *See Item 27.*
 21. Director's Report. *See Item 27.*

Human Resources

22. Budget Status Financial Report for August, 2015. *See Item 27.*
 23. Activity Report for September, 2015. *See Item 27.*
 24. Departmental Openings Summary. *See Item 27.*
 25. Director's Report. *See Item 27.*

Technology Services

26. Discussion re: Portable Computing Proposal September, 2015.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

27. Director's Report.

Motion made by Supervisor Schadewald, seconded by Supervisor to suspend the rules to take Items 13-14, 19-25 & 27 together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Schadewald, seconded by Supervisor to approve Items 13-14, 19-25 & 27 together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

County Clerk – No agenda items.

Other

28. Audit of bills.

Motion made by Supervisor Blom, seconded by Supervisor Schadewald to pay the bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

29. Such other matters.

- a. Discussion regarding dates and times for November and December meetings.
 No November meeting to be held. December meeting was scheduled for the 3rd @ 5:30pm

30. Adjourn.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to adjourn at 8:13 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,
 Alicia A. Loehlein, Recording Secretary

COUNTY CLERK

305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016 FAX (920) 448-4498

juno_sl@co.brown.wi.us

2016 Budget Presentation **Oct. 22, 2015**

I. A. New Initiatives. None

B. Capital Projects. None

C. Revenues

1. Levy trend

The number of elections increases to four in 2016 from two in 2015.

2. State and Federal Aids (Intergovernmental)

We receive revenue from 24 municipalities and 12 school districts for election reimbursement costs. All of the 13 municipalities that we currently provide SVRS services to are renewing their 2 year MOU's so that portion of revenue will continue.

3. Other Grants – NONE

4. Rates and Fees

There will be a slight increase in election programming fees. Otherwise, fees will remain the same.

5. Other - NONE

D. Expenses

1. Staffing

I am increasing the number of weekly hours from 8 to 16 for the Clerk Typist I to help reduce overtime costs for 4 elections in 2016. I am increasing overtime for staff to perform coding and programming for 4 elections (after normal business hour if necessary) as well as complete other election related duties. We have 2 new staff with major duties for elections and this will be a year for training and learning election processes.

2. Operations

Most of the operations and maintenance accounts increased due to the 4 election cycle. Accounts particularly affected include supplies, printing forms, advertising, travel and training, intra county expense copy center, and indirect costs. Some the election expenses are reimbursed creating intergovernmental revenue. Other key factors for an increase in expenses include increasing costs for paper, ink cartridges, and copy center printing, and attendance for election related meetings and training.

3. Chargebacks

The County Clerk's Office Indirect Costs (from facilities) decreased which is primarily due to the City of Green Bay not storing election ballots here. I have an increase in chargebacks from Technology Services for labor and overhead.

4. Contracted Services – NONE

5. Outlay – NONE

In summary, the 2016 Budget (in comparison to the 2015 Budget) increases relate primarily to a 4 election cycle verses a 2 election cycle. In addition, we have 2 new staff learning election duties, new election laws, and a modernization of the Statewide Voter Registration System that requires additional funds for travel and training. Whenever possible, I look for ways to share costs with municipalities and school districts that helps to reduce the County levy.

YEAR	2014 Resolution Clerk of Courts Salary	2016 Resolution County Clerk Salary	2016 Resolution Register of Deeds Salary	2016 Resolution Treasurer Salary
2012	\$67,700	\$67,700	\$67,700	\$67,700
2013 2%	\$67,700	\$69,000	\$69,000	\$69,000
2014 0%	\$67,700	\$69,000	\$69,000	\$69,000
2015 0%	\$69,700	\$69,000	\$69,000	\$69,000
2016 0%	\$71,700	\$69,000	\$69,000	\$69,000
2017 We Propose	\$73,700	\$70,380 \$73,700	\$70,380 \$73,700	\$70,380 \$73,700
2018 We Propose	\$75,700	\$71,788 \$75,700	\$71,788 \$75,700	\$71,788 \$75,700
2019 \$2,000 or 2%	Not Set	\$73,224 \$77,700 \$77,214	\$73,224 \$77,700 \$77,214	\$73,224 \$77,700 \$77,214
2020 \$2,000 or 2%	Not Set	\$74,688 \$79,700 \$78,758	\$74,688 \$79,700 \$78,758	\$74,688 \$79,700 \$78,758

- The State Constitution was changed from 2 Year Terms for all Constitutional Officers to 4 Year Terms. This caused the Sheriff and Clerk of Courts to be on the Governor's Ballot; and the Clerk, Register of Deeds, and Treasurer to be on the Presidential Ballot.
- Previously, the Clerk of Courts, Clerk, Register of Deeds, and Treasurer were the same salary and by shifting their election cycles changed the salary setting resolution process.
- Our request is to get the Clerk of Courts, Clerk, Register of Deeds, and Treasurer on the same salaries by using the same calculations for adjusting the salaries
- The resolution before you is inconsistent with the 2014 Resolution setting salaries for the Clerk of Courts with \$2,000 increase in salary each of the 4 years 2015-2018; and the Clerk, Register of Deeds, and Treasurer getting a 2% increase in each of the for years 2017-2020..
- In the Resolution before you the Clerk, Register of Deeds, and Treasurer current salaries for 2016 is at \$69,000 with a 2% increase in 2017 (\$1,380), 2018 (\$1,408) 2019 (\$1,436), 2020 (\$1,464). The results in the 2017 Salary being \$70,380
- In the 2014 Resolution the Clerk of Courts salary for 2016 is at \$71,700 with a \$2,000 increase in 2017 for a salary of \$73,700 and 2018 Salary of \$75,700.
- **In the year 2017 the Clerk of Courts salary will be \$73,700; and the Clerk, Register of Deeds, and Treasurer salaries will be \$70,380.**
- Therefore, in 2017 the Clerk of Courts salary will be \$3,320 more than the Clerk Register of Deeds, and Treasurer.
- And likewise, in 2018 the Clerk of Courts salary will be \$3,912 more than the Clerk Register of Deeds, and Treasurer.

Our request to you is to adjust the resolution before you to make the Clerk, Register of Deeds, and Treasurer's salaries the same amount as the Clerk of Courts in 2017 and 2018. And, however, you decide to handle the Clerk, Register of Deeds, and Treasurers salaries for 2019 and 2020 that the same salary is applied to the Clerk of Courts in their next resolution for 2019 and 2020.

Regarding #12

November 4, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING ESTABLISHING THE SALARIES OF
CERTAIN ELECTIVE OFFICIALS**

WHEREAS, Section 59.22, Wis. Stats., requires that compensation for certain elective County officials be established by the Brown County Board of Supervisors before the earliest time for filing nomination papers for such elective offices; and,

WHEREAS, the Brown County Board of Supervisors in compliance with State law desires to set the compensation for the County Clerk, County Treasurer and Register of Deeds.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors does hereby establish the total annual compensation for the enumerated elective officials, effective the first day of a term of office that begins after the date this resolution is adopted as follows:

Year	County Clerk	Register of Deeds	Treasurer
2016 (Rate approved by resolution on 3/21/12.)	\$69,000	\$69,000	\$69,000
2017	\$70,380	\$70,380	\$70,380
2018	\$71,788	\$71,788	\$71,788
2019	\$73,224	\$73,224	\$73,224
2020	\$74,688	\$74,688	\$74,688

BE IT FURTHER RESOLVED that each elective official is entitled to participate in the Wisconsin Retirement System ("WRS") as authorized by law. Each elective official is required to pay their share of the total WRS required contribution. Brown County will pay only its share

of the total required WRS contribution. It is expressly recognized that these shares may change, when the required WRS rate is adjusted, as authorized by law. These contributions will be pre-tax.

BE IT FURTHER RESOLVED that each elective official is conditionally eligible for, and may elect to receive, health insurance through Brown County's group health insurance plan. This eligibility for health insurance coverage is expressly subject to the same terms and conditions (e.g., premium contribution, deductibles, co-pays, etc.) as full-time, non-represented employees of Brown County.

BE IT FURTHER RESOLVED that each elective official is eligible for, and may elect to participate in, the fringe benefit package provided to full-time, non-represented employees of Brown County. Such eligibility and participation is subject to the same terms and conditions as the full-time, non-represented employees of Brown County.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved as to form by Corporation Counsel

Fiscal Note: This resolution has no fiscal impact on the 2016 Budget. It sets a yearly increase of 2% for the County Clerk, Register of Deeds and Treasurer during the next term of office.

No. 10L -- VILLAGE OF SUAMICO RESOLUTION AUTHORIZING BROWN COUNTY LAND AND WATER CONSERVATION DEPARTMENT TO ENFORCE CHAPTER 26 OF THE BROWN COUNTY CODE WITHIN VILLAGE OF SUAMICO

A motion was made by Supervisor Lund and seconded by Supervisor Erickson "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

PLEASE NOTE: The resolution from the Village of Suamico is on file in the Brown County Clerk's Office for anyone wishing to view.

No. 10m -- RESOLUTION RE: ESTABLISHING THE SALARIES OF CERTAIN ELECTIVE OFFICIALS CLERK OF COURTS AND SHERIFF

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Executive Committee has examined compensation for Brown County elected constitutional offices; and

WHEREAS, Wisconsin Statutes direct the County Board to establish compensation for elected offices prior to the first date for filing nomination papers in an election year with such compensation effective upon taking office for the new term.

NOW, THEREFORE, BE IT RESOLVED, the Brown County Board of Supervisors does hereby establish the total annual compensation for the enumerated elective officials, effective the first day of a term of office that begins after the date this Resolution is adopted through the term of the office as follows:

CLERK OF COURTS	2014	2015	2016	2017	2018
Net Increase		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Salary	\$ 67,700	\$ 69,700	\$ 71,700	\$ 73,700	\$ 75,700

SHERIFF	2014	2015	2016	2017	2018
WRS Amount*		\$ 6,370	--	--	--
Net Increase		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Salary	\$ 91,000	\$100,370	\$103,370	\$106,370	\$109,370

*The constitutional office of the Sheriff will pay the employee portion of the Wisconsin Retirement System amount as determined by Employee Trust Funds (ETF) for 2015 only. The employee portion of the WRS amount is \$6,370 in 2014.

BE IT FURTHER RESOLVED, that each elective official is entitled to participate in the Wisconsin Retirement System ("WRS") as authorized by law. Each elective official is required to pay their share of the total WRS required contribution. Brown County will pay only its share of the total required WRS contribution. It is expressly recognized that these shares may change, when the required WRS rate is adjusted, as authorized by law. These contributions will be pre-tax.

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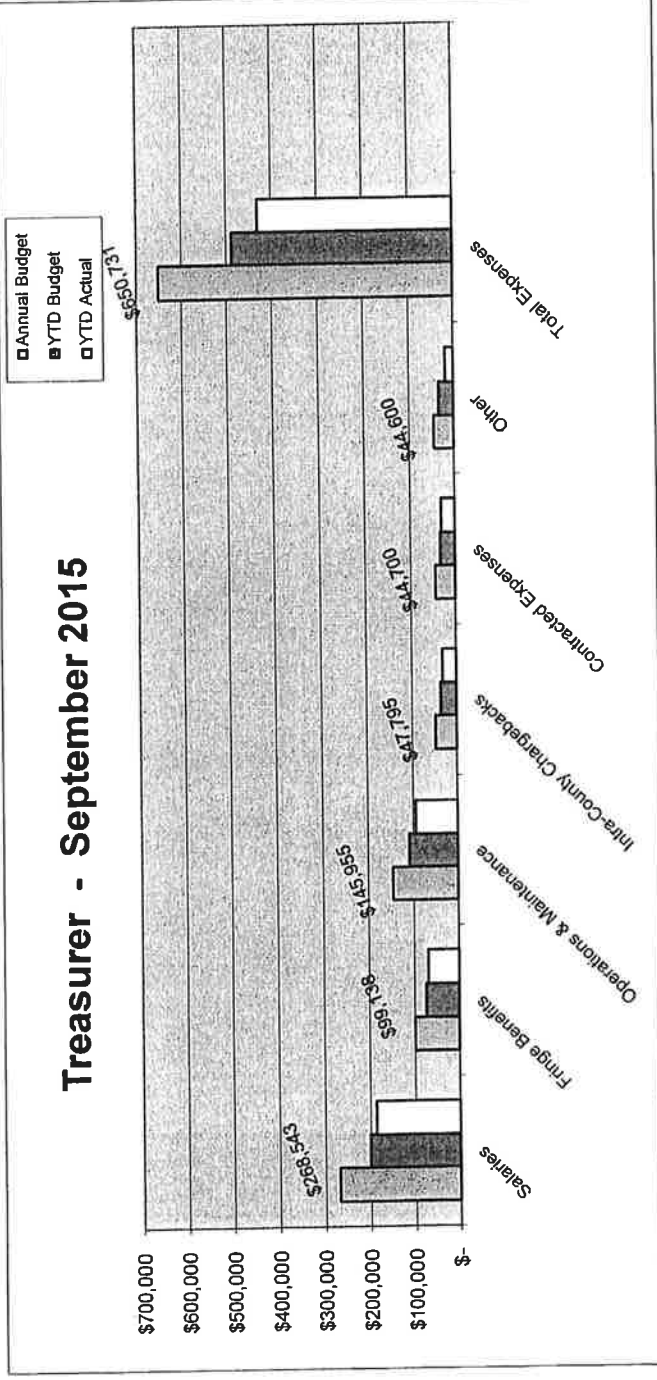
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	Annual Budget	YTD Budget	YTD Actual
Property Tax Revenue	\$ 1,500,000	\$ 1,125,000	\$ 956,447
Investment Interest	\$ 687,000	\$ 515,250	\$ 711,436
Unrealized Investment Gain/(Loss)	\$ -	\$ -	\$ (32,636)
Tax Deed Sale Gain/(Loss)	\$ (10,000)	\$ (7,500)	\$ 65,476
Miscellaneous	\$ 80,000	\$ 60,000	\$ 87,864
Total Revenues	\$ 2,257,000	\$ 1,692,750	\$ 1,788,585
Salaries	\$ 268,543	\$ 201,407	\$ 187,027
Fringe Benefits	\$ 99,138	\$ 74,354	\$ 69,473
Operations & Maintenance	\$ 145,955	\$ 109,466	\$ 94,162
Intra-County Chargebacks	\$ 47,795	\$ 35,846	\$ 30,860
Contracted Expenses	\$ 44,700	\$ 33,525	\$ 30,722
Other	\$ 44,600	\$ 33,450	\$ 18,422
Total Expenses	\$ 650,731	\$ 488,048	\$ 430,667
Levy Distribution	\$ 1,606,269	\$ 1,204,702	\$ 1,204,702
Budget Surplus/(Shortfall)	\$ -	\$ -	\$ 153,216

Please Note:
Reductions in property tax revenue have been offset by a one-time sale of investments and gains on tax deed sales, resulting in a \$153k surplus through 9/30/15. Delinquent tax balances are down 20% from last year-to-date.

\$ 153,216 BUDGET SURPLUS

Treasurer - September 2015





Budget Performance Report

Date Range 01/01/15 - 09/30/15

Include Rollup Account and Rollup to Account

REMOVE

4

Account	Account Description	Fund	100 - GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd
REVENUE											
Department 080 - Treasurer											
Division 001 - General											
4100	General property taxes		(1,606,269.00)	.00	.00	(1,606,269.00)	(133,855.75)	.00	(1,204,701.75)	(401,567.25)	75
4108	Interest on taxes		1,055,000.00	.00	.00	1,055,000.00	105,033.34	.00	688,280.25	366,719.75	65
4109	Penalties on taxes		405,000.00	.00	.00	405,000.00	49,441.08	.00	241,537.27	163,462.73	60
4110	Penalties on special assessments		40,000.00	.00	.00	40,000.00	4,180.98	.00	26,629.15	13,370.85	67
4700	Intergovt charges		50,000.00	.00	.00	50,000.00	9,655.11	.00	37,559.05	12,440.95	75
4900	Miscellaneous		30,000.00	.00	.00	30,000.00	640.73	.00	50,304.57	(20,304.57)	168
4905	Interest - REALIZED		687,000.00	.00	.00	687,000.00	107,525.18	.00	711,435.50	(24,435.50)	104
4907	Unrealized Gain or Loss - Interest		0.00	.00	.00	0.00	84,794.13	.00	(32,636.45)	32,636.45	+++
4960	Gain or Loss on Sale - Tax Deeds		(10,000.00)	.00	.00	(10,000.00)	65,475.51	.00	65,475.51	(75,475.51)	-655
Division 001 - General Totals											
				\$650,731.00	\$0.00	\$650,731.00	\$292,890.31	\$0.00	\$583,883.10	\$66,847.90	90%
Department 080 - Treasurer Totals											
				\$650,731.00	\$0.00	\$650,731.00	\$292,890.31	\$0.00	\$583,883.10	\$66,847.90	90%
REVENUE TOTALS											
				\$650,731.00	\$0.00	\$650,731.00	\$292,890.31	\$0.00	\$583,883.10	\$66,847.90	90%
EXPENSE											
Department 080 - Treasurer											
Division 001 - General											
Regular earnings											
5100	Regular earnings		261,480.00	.00	.00	261,480.00	17,357.53	.00	169,941.22	91,538.78	65
5100.998	Regular earnings Budget only		4,361.00	.00	.00	4,361.00	.00	.00	.00	4,361.00	0
5100 - Regular earnings Totals											
				\$265,841.00	\$0.00	\$265,841.00	\$17,357.53	\$0.00	\$169,941.22	\$95,899.78	64%
Paid leave earnings											
5102	Paid leave earnings		.00	.00	.00	.00	644.93	.00	11,858.69	(11,858.69)	+++
5102.100	Paid leave earnings Paid Leave		.00	.00	.00	.00	131.76	.00	1,742.71	(1,742.71)	+++
5102.200	Paid leave earnings Personal		.00	.00	.00	.00	.00	.00	292.03	(292.03)	+++
5102.300	Paid leave earnings Casual		.00	.00	.00	.00	675.08	.00	2,536.83	(2,536.83)	+++
5102.500	Paid leave earnings Holiday		.00	.00	.00	.00	.00	.00	\$16,430.26	(\$16,430.26)	+++
5102 - Paid leave earnings Totals											
				\$0.00	\$0.00	\$0.00	\$1,451.77	\$0.00	\$16,430.26	(\$16,430.26)	+++
Premium											
5103	Premium		2,702.00	.00	.00	2,702.00	.00	.00	655.91	2,046.09	24
5103.000	Premium Overtime		2,702.00	.00	.00	2,702.00	.00	.00	655.91	2,046.09	24%
5103 - Premium Totals											
				\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$655.91	\$2,046.09	24%
Fringe benefits											
5110	Fringe benefits		19,416.00	.00	.00	19,416.00	1,347.03	.00	13,480.59	5,935.41	69
5110.100	Fringe benefits FICA		661.00	.00	.00	661.00	43.98	.00	447.97	213.03	68
5110.110	Fringe benefits Unemployment compensation		52,068.00	.00	.00	52,068.00	3,803.60	.00	37,040.68	15,027.32	71
5110.200	Fringe benefits Health Insurance		5,764.00	.00	.00	5,764.00	371.34	.00	3,614.43	2,149.57	63
5110.210	Fringe benefits Dental Insurance		580.00	.00	.00	580.00	33.14	.00	383.69	196.31	66
5110.220	Fringe benefits Life Insurance		933.00	.00	.00	933.00	62.96	.00	503.80	429.20	54
5110.230	Fringe benefits LT disability insurance		1,901.00	.00	.00	1,901.00	158.00	.00	1,422.00	479.00	75
5110.235	Fringe benefits Disability insurance		287.00	.00	.00	287.00	24.00	.00	216.00	71.00	75
5110.240	Fringe benefits Workers compensation insurance										



Budget Performance Report

Date Range 01/01/15 - 09/30/15

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF	EXPENSE								
Department 080 - Treasurer									
Division 001 - General									
5110 Fringe benefits									
5110.300 Fringe benefits Retirement		17,390.00	.00	17,390.00	1,326.82	.00	12,363.67	5,026.33	71
5110 - Fringe benefits Totals		\$99,000.00	\$0.00	\$99,000.00	\$7,170.87	\$0.00	\$69,472.83	\$29,527.17	70%
5198 Fringe benefits - Budget only		138.00	.00	138.00	.00	.00	.00	138.00	0
5300 Supplies		4,450.00	.00	4,450.00	.00	.00	900.00	3,550.00	20
5300.001 Supplies Office		6,982.00	.00	6,982.00	.00	.00	5,456.12	1,525.88	78
5300.004 Supplies Postage		48,000.00	.00	48,000.00	3.54	.00	34,061.76	13,938.24	71
5300 - Supplies Totals		\$59,432.00	\$0.00	\$59,432.00	\$3.54	\$0.00	\$40,417.88	\$19,014.12	68%
5304 Printing		14,450.00	.00	14,450.00	.00	.00	5,626.92	8,823.08	39
5304.100 Printing Forms		\$14,450.00	\$0.00	\$14,450.00	\$0.00	\$0.00	\$5,626.92	\$8,823.08	39%
5305 Dues and memberships		100.00	.00	100.00	.00	.00	100.00	.00	100
5306 Maintenance agreement		4,240.00	.00	4,240.00	235.00	.00	2,115.00	2,125.00	50
5306.100 Maintenance agreement Software		\$4,240.00	\$0.00	\$4,240.00	\$235.00	\$0.00	\$2,115.00	\$2,125.00	50%
5307 Repairs and maintenance		1,500.00	.00	1,500.00	.00	.00	480.00	1,020.00	32
5307.100 Repairs and maintenance Equipment		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$480.00	\$1,020.00	32%
5310 Advertising and public notice		8,350.00	.00	8,350.00	1,940.40	.00	4,064.50	4,285.50	49
5330 Books, periodicals, subscription		192.00	.00	192.00	.00	.00	.00	192.00	0
5340 Travel and training		1,450.00	.00	1,450.00	157.56	.00	1,055.09	394.91	73
5390 Miscellaneous		2,500.00	.00	2,500.00	100.00	.00	997.00	1,503.00	40
5392 Service fees		53,000.00	.00	53,000.00	4,579.50	.00	39,306.08	13,693.92	74
5410 Insurance		741.00	.00	741.00	.00	.00	.00	741.00	0
5410.400 Insurance Bond		\$741.00	\$0.00	\$741.00	\$0.00	\$0.00	\$0.00	\$741.00	0%
5410 - Insurance Totals		\$741.00	\$0.00	\$741.00	\$0.00	\$0.00	\$0.00	\$741.00	0%
5601 Intra-county expense		34,817.00	.00	34,817.00	2,505.61	.00	23,834.04	10,982.96	68
5601.100 Intra-county expense Technology services		1,890.00	.00	1,890.00	158.00	.00	1,422.00	468.00	75
5601.200 Intra-county expense Insurance		300.00	.00	300.00	.00	.00	210.00	90.00	70
5601.300 Intra-county expense Other departmental		5,200.00	.00	5,200.00	.00	.00	3,334.26	1,865.74	64
5601.350 Intra-county expense Highway		1,000.00	.00	1,000.00	.00	.00	74.60	925.40	7
5601.400 Intra-county expense Copy center		129.00	.00	129.00	10.75	.00	96.75	32.25	75
5601.450 Intra-county expense Departmental copiers		4,459.00	.00	4,459.00	168.69	.00	1,888.44	2,570.56	42
5601.550 Intra-county expense Document center		\$47,795.00	\$0.00	\$47,795.00	\$2,843.05	\$0.00	\$30,860.09	\$16,934.91	65%
5601 - Intra-county expense Totals		\$47,795.00	\$0.00	\$47,795.00	\$2,843.05	\$0.00	\$30,860.09	\$16,934.91	65%
5700 Contracted services		44,700.00	.00	44,700.00	2,657.00	7,971.00	30,722.45	6,006.55	87



Budget Performance Report

Date Range 01/01/15 - 09/30/15
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 080 - Treasurer									
Division 001 - General									
5810	Tax deed	33,600.00	.00	33,600.00	1,142.02	.00	8,523.27	25,076.73	25
5815	Tax refund								
5815.100	Tax refund Personal property	7,000.00	.00	7,000.00	.00	.00	9,324.79	(2,324.79)	133
5815.110	Tax refund Real estate property	1,500.00	.00	1,500.00	.00	.00	573.48	926.52	38
5815 - Tax refund Totals									
		\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$9,898.27	(\$1,398.27)	116%
5835	Soil testing	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
001 - General Totals									
		\$650,731.00	\$0.00	\$650,731.00	\$39,638.24	\$7,971.00	\$430,666.77	\$212,093.23	67%
080 - Treasurer Totals									
		\$650,731.00	\$0.00	\$650,731.00	\$39,638.24	\$7,971.00	\$430,666.77	\$212,093.23	67%
EXPENSE TOTALS									
		\$650,731.00	\$0.00	\$650,731.00	\$39,638.24	\$7,971.00	\$430,666.77	\$212,093.23	67%
Fund 100 - GF Totals									
		\$0.00	\$0.00	\$0.00	\$253,252.07	(\$7,971.00)	\$153,216.33	(\$145,245.33)	
Fund 100 - GF Totals									
		650,731.00	.00	650,731.00	292,890.31	.00	583,883.10	66,847.90	90
REVENUE TOTALS									
		650,731.00	.00	650,731.00	39,638.24	7,971.00	430,666.77	212,093.23	67
EXPENSE TOTALS									
		\$0.00	\$0.00	\$0.00	\$253,252.07	(\$7,971.00)	\$153,216.33	(\$145,245.33)	
Grand Totals									
		650,731.00	.00	650,731.00	292,890.31	.00	583,883.10	66,847.90	90
REVENUE TOTALS									
		650,731.00	.00	650,731.00	39,638.24	7,971.00	430,666.77	212,093.23	67
EXPENSE TOTALS									
		\$0.00	\$0.00	\$0.00	\$253,252.07	(\$7,971.00)	\$153,216.33	(\$145,245.33)	
Grand Totals									
		\$0.00	\$0.00	\$0.00	\$253,252.07	(\$7,971.00)	\$153,216.33	(\$145,245.33)	

TREASURER

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Paul Zeller

PHONE: (920) 448-4074 FAX: (920) 448-6341

BROWN COUNTY TREASURER

MEMO

Date: August 13, 2015

To: Brown County Human Resources

From: Paul Zeller, Brown County Treasurer

RE: Pay Range for Brown County position LTE Tax Collection Help – Treasurer's Office

Please accept this Memo as a formal request for review and approval of a pay range modification for the position of LTE Tax Collection Help – Treasurer's Office. I am requesting that the pay range be adjusted from the current set rate of \$11.25 per hour to a merit based range of \$11.25 - \$12.50 per hour for the 2016 Budget year and beyond. Justification is as follows:

1. The last pay rate increase for this position was in the 2010 Budget.
2. This position is essential to complete the accurate and timely posting of Property Tax Payments such that our Brown County residents can claim an itemized deduction on their current year Federal Income taxes.
3. The productivity of our group of returning veteran LTE Tax Collection Help staff members has allowed the Treasurer to reduce the total number of budgeted hours from 2,515 in 2010 to 1,200 in 2016. This is a direct result of the years of experience and knowledge these LT employees bring to our office from their careers as municipal Treasurer's and/or municipal Finance professionals. The current firm set hourly pay rate does not allow the Treasurer to differentiate between the younger less experienced college interns and the more experienced returning LTEs. A range of pay as indicated above would enable the Treasurer to reward productivity.
4. A pay range increase would incentivize the return of our current five LTEs and provide them with the knowledge that they can work toward a higher hourly rate of pay. It will not just be provided without merit.

Thank you for your consideration.
Paul Zeller, Brown County Treasurer

Cc: Brown County Administration Committee Members, Brown County Executive, Brown County Administration Director

16a

WRITE OFF OUTSTANDING CHECKS PROCEDURES

**DRAFT 12/29/11
UPDATED 03/25/13**

Background:

Per state statutes, every two years (odd numbered years) the County Treasurer gathers lists of outstanding checks from AP and other bank accounts. The lists are published in a local newspaper with an explanation that the funds may be claimed. This is done about mid-year. For outstanding AP checks, the amounts are in the Cash unrestricted payments account (199.1000.001). Outstanding checks in other accounts are retained on separate lists.

Near the end of the year, the Treasurer transfers the amount of the written-off checks to cash unrestricted (for non-AP checks) or to cash unrestricted payments (for AP checks). This is done by debiting the appropriate cash account and crediting Unclaimed Funds (100.2005).

Procedures:

In spring of odd numbered years, the Treasurer contacts all departments with bank accounts for lists of outstanding checks from the prior odd numbered year (and older, if any). Treasurer also obtains list of outstanding AP checks per Logos.

Treasurer compiles all lists and publishes in local newspaper. If any persons on the list make claims for the checks listed the old checks are stopped and new checks issued.

In the fall of the year, those checks still outstanding are written off. The list is sent to the County Board for approval of the write offs. After board action, the checks can be moved to the Unclaimed Funds account.

Treasurer contacts appropriate bank and submits stop payments on checks written off. Accounts Payable cancels the check at appropriate bank.

Treasurer prepares JEs in Logos for checks written off. Entry is a credit to Unclaimed Funds (100.2005) for all checks written off. Cash debit is to Cash Unrestricted (199.1000) for non-AP checks or to Cash Unrestricted Payments (199.1000.001) for AP checks.

Non-AP checks can be removed from outstanding check lists maintained on spreadsheets. For AP checks, the check and the invoice must be voided in Logos. Accounts payable receives the list of checks from the accountant to be voided in Logos. These voids are done in batches so the count and the dollar amounts can be verified by running error, edit, and post lists in Logos. The void check posting creates a system generated journal entry that debits cash and credits the expense account the check was originally charged against. This journal entry number is recorded on the post report for future reference. Since the cash side is already done by the Treasurer and the expense side is no longer relevant because it is a prior-year expense, the entry must be eliminated. The Accounts Supervisor is given rights to remove the entry by the Logos security person and the entries are removed from the journal entry list.

After the entries made by the Treasurer's Office and the voids done by the Accounts Payable staff are completed, the outstanding checks per Logos and per the bank accounts should agree. In addition, the Unclaimed Funds account should be analyzed to insure that the written off checks appear as credit entries.

16 c.

2015 Advertised Outstanding Checks at 10/21/15 to be Moved to Unclaimed Funds Account 100.2005

<u>Check #</u>	<u>Date Issued</u>	<u>Last Name/Business Name</u>	<u>First Name</u>	<u>Check Amount</u>
65601	04/12/2012	ACEBEDO-SOTO	LIDIA C	16.00
65553	04/12/2012	ACEBEDO-SOTO	JACOBO	20.80
70855	08/09/2012	ANDERSON	KELSEY L	20.85
85310	07/11/2013	ANDERSON	MATTHEW R	17.53
90407	10/24/2013	APINERU	CHRISTIAN	19.06
88242	09/12/2013	APSEY	CASSANDRA L	19.06
83715	06/06/2013	ARCAND	MICHAEL D	17.02
68720	06/21/2012	ARCHAMBEAU	KRIS M	19.88
81690	04/25/2013	AURORA MEDICAL GROUP		38.23
91151	11/07/2013	BAETEN	JOHN J	21.10
79734	03/07/2013	BARNES	JOHN A	100.59
80900	04/04/2013	BAUMGART	DANIEL JASON	72.16
74001	10/25/2012	BEHREND	MICHELLE LEA	18.55
74757	11/15/2012	BELLISLE	DIANNE A	40.16
73034	10/04/2012	BERAN	BRITTANY	15.00
80952	04/04/2013	BERNARD	MATTHEW J	17.53
81992	04/25/2013	BERNARD	MATTHEW J	16.00
69678	09/26/2013	BERNER	ERIC M	160.68
69430	02/01/2013	BESSEY	SCOTT D	27.10
85264	07/11/2013	BICKELHAUPT	JEREMY J	17.53
68668	12/28/2012	BOLL	BRENNEN L	47.60
91412	11/14/2013	BOURASSA	CYNTHIA M	22.00
74792	11/15/2012	BROWN	MATTHEW M	19.06
80125	03/14/2013	BRULL	KYLIE N	185.50
68145	12/21/2012	BUCHER	BRADLEY T OR JENNIFER J	72.20
92386	12/05/2013	BURMASTER	TAYLOR RAY	18.14
88657	09/19/2013	CALEWARTS	BRENDA M	16.51
80650	03/28/2013	CARLIN	WILLIAM J	21.10
66549	05/03/2012	CARTER	KAYLA M	24.00
78486	02/07/2013	CHAMBERS	MELISSA A	21.10
81287	04/11/2013	CHRISTIE	MICHELLE ELISE	20.29
73923	10/25/2012	CHRUDIMSKY	HEATHER L	20.85
70204	12/18/2013	CICHY	KURT OR MICHELLE	30.20
66388	01/26/2012	CITIFINANCIAL INC		1,208.34
85377	07/11/2013	CLOWD	RACHEL A	37.04
69562	07/12/2012	COLEMAN	EDWARD V	16.49
68734	06/21/2012	COMPTON	MARTI L	17.60
90395	10/24/2013	CONKLIN	BRIANNE M	37.10
62110	01/26/2012	CONWAY	MELINDA A	18.40
86983	08/29/2013	CORDOVA	CRYSTAL JEAN	18.55
63032	02/16/2012	DANFORTH	COURTNEY R	25.60
62438	02/02/2012	DELCOPRS	SCOTT D	18.91
68552	12/28/2012	DELEEUEW	PAUL J OR SUZANNE L	85.60
88692	09/19/2013	DEMOULIN	KASSANDRA JOSEPHINE	21.10
64635	03/22/2012	DENNY	CRYSTAL MORNINGSTAR	52.00
66869	05/10/2012	DIAZ	GABRIEL	16.00
65624	04/12/2012	DILLHUNT	MICHELLE M	35.40
67546	05/24/2012	DORNER	SAMUEL E	18.40
87245	08/29/2013	DUCKHORN	MOLLY KATHLEEN	18.04
86667	08/15/2013	ELLIS	SOPHIE	31.89
83673	06/06/2013	ELLISTON	KRISTEN R	21.10
67326	12/13/2012	ERTL	DAVID A	43.40
61712	01/19/2012	FERRIS	JOHN N	18.43

16c

2015 Advertised Outstanding Checks at 10/21/15 to be Moved to Unclaimed Funds Account 100.2005

<u>Check #</u>	<u>Date Issued</u>	<u>Last Name/Business Name</u>	<u>First Name</u>	<u>Check Amount</u>
83543	06/06/2013	FINSTAD	CHRISTINE A	20.59
74605	11/08/2012	FLEMING	ROBERT J	17.02
77806	01/24/2013	FRECHETTE	PEGGY J	21.10
75302	3/28/2013	FRIEDRICHS	JUDITH A	15.00
90117	10/17/2013	FUGE	STEPHEN F	67.06
70456	12/23/2013	GALLAGHER	MICHAEL S OR TARRA L	101.50
69674	09/11/2013	GAROT LAND DEVELOPMENT LLC		12.80
29634	07/12/2012	GONET, FRANCILLE (ESTATE OF)		517.34
30456	08/16/2012	GONET, FRANCILLE (ESTATE OF)		125.89
76308	12/20/2012	GRADY	TYLER SCOTT	17.02
66591	06/27/2012	GREEN	JENNIFER	13.60
92342	12/05/2013	GRIGGS	JOLENE R	17.02
68730	06/21/2012	GUZMAN	LUDWIG	20.00
71450	08/22/2012	HARPER	GEORGE P	21.10
92813	12/12/2013	HEAGLE	KRISTINA L	17.53
87671	08/29/2013	HEIM	ALLEN	105.00
70247	07/26/2012	HERMAN	ANDREW J	19.88
60997	01/05/2012	HERMANN	JESATIN N	20.40
69235	07/05/2012	HINOJOSA	VANESSA	38.40
68231	12/21/2012	HOLDER	GERTRUDES T	48.20
73963	10/25/2012	HOPPE	KATHRYN A	21.10
91418	11/14/2013	HPC US FUND 2 LP		28,755.56
81550	04/18/2013	HUJET	DANIEL R	21.10
68140	06/14/2012	JACKSON COUNTY		20.00
68612	12/28/2012	JAYCEE GB HOLDINGS LLC		214.80
64729	03/22/2012	JENQUIN	ROBERT P	16.97
70781	12/30/2013	JENSEN	SHERI	40.80
81572	04/18/2013	JOHN	JAMES E	19.68
62108	01/26/2012	JOHNSON	MARIAH A	16.00
62753	02/09/2012	JORDAN	JAY A	16.97
78191	01/31/2013	JUUL	WENDY ANITA	18.04
61008	01/05/2012	KEYS	KVEION	17.20
90860	10/31/2013	KIEFER	MICHAEL T	20.08
92820	12/12/2013	KIISKILA	LESLIE B	26.84
36699	05/09/2013	KLUTH	JOANNE	15.00
70341	12/19/2013	KNIGHTS BARRY TITLE SERVICES LLC		27.48
68257	12/21/2012	KOLLMAN	SASHA J	45.44
66521	02/28/2012	KOLTZ	NICHOLAS D	10.85
63504	02/23/2012	KRAJEWSKI	MICHAEL J	28.13
75994	12/20/2012	LA PLANT	MICHAEL J	19.06
80947	04/04/2013	LAKESHA	DENISE POINDEXTER	37.10
66651	08/02/2012	LAPOINTE	RANDALL J	10.00
70265	07/26/2012	LARA	DANIEL J II	18.43
29823	07/19/2012	LARSON	DAVID ROBERT	312.79
91651	11/27/2013	LESLIE	ALAINA M	18.77
66555	05/03/2012	LUCAS	LAURA	20.00
63436	02/23/2012	MAES	DAWN M	19.20
62409	02/02/2012	MAGNUSON	LINDI L	25.70
64712	03/22/2012	MALDONADO	MICHELLE M	17.85
87016	08/29/2013	MALMBERG	DENISE L	17.43
76278	12/20/2012	MARQUARDT	SCOTT A	17.53
73354	10/11/2012	MASTERSON	PATRICK J	70.74
69770	12/12/2013	MATHENA	GUY	48.70

2015 Advertised Outstanding Checks at 10/21/15 to be Moved to Unclaimed Funds Account 100.2005

<u>Check #</u>	<u>Date Issued</u>	<u>Last Name/Business Name</u>	<u>First Name</u>	<u>Check Amount</u>
92756	12/12/2013	MCFARLAND	DIANNA M	17.20
63398	02/23/2012	MENGER	ALEYNA S	16.00
69272	01/23/2013	MOEN	ANTHONY M OR KRISTEN M	11.68
91417	11/14/2013	MORGAN	VICTORIA	22.00
66619	07/25/2012	NICOLET LUMBER CO		79.10
74014	10/25/2012	NIETO	RAMSEY	19.20
91415	11/14/2013	NOLTE	JESSICA L	19.60
90110	10/17/2013	NORTON	SEAN P	22.12
92753	12/12/2013	O DONNELL	DEBRA A	22.12
80978	04/04/2013	OLSON	TRACY S	46.60
18521	3/12/2013	ORTEGA	CAROLINA	17.00
68666	06/21/2012	PAMPERIN	ERIN M	20.27
90507	10/24/2013	PASSAMONI	SHANE D	31.30
82240	05/02/2013	PERKINS RESTAURANT & BAKERY		150.00
88314	09/12/2013	PFLUG	JOSHUA D	24.67
92392	12/05/2013	PHILLIPS	VERONICA M	16.80
73038	10/04/2012	PINEDA	SEBASTIAN	15.00
69426	01/31/2013	PINEDA	RENE J OR RAQUEL D	63.10
70796	08/09/2012	PINGEL	ALEX J	17.94
86920	08/29/2013	PLATTEN	BARBARA L	17.53
82020	04/25/2013	PLOG	THOMAS R	16.00
80920	04/04/2013	POZORSKI	HANNAH E	21.10
69223	07/05/2012	PRUITT	AARON	16.00
27870	04/19/2012	PRYAL	PATRICK	11.00
69695	10/31/2013	PURPLE LION INVESTMENTS LLC		39.76
72291	09/13/2012	QUEVEDO	JOSE	30.00
61032	01/05/2012	REIMANN	THOMAS	22.40
61630	01/19/2012	REIS	CHRISTINA M	20.37
91804	11/27/2013	ROBINSON	NORMA CHARLENE	17.02
85641	07/18/2013	RODRIGUEZ-SANTOS	MOISES	45.00
66336	01/19/2012	SANTAGA	SCOTT	13.05
87080	08/29/2013	SCHERMETZLER	JEFFREY J	37.10
69512	07/12/2012	SCHIESL	AMY MARIE	86.80
80629	03/28/2013	SCHILKE	RICHARD J	21.10
69338	01/28/2013	SCHILLIG	DOUGLAS A	36.90
70356	07/26/2012	SCHMIDTKE	STEPHEN M	23.28
68011	12/19/2012	SCHMIDTKE	RICHARD W OR CAROL A	33.28
87154	08/29/2013	SCHNEEBERGER	KYLE A	23.65
71476	08/22/2012	SCHNELL	MELANIE	22.40
66131	01/04/2012	SENGSTOCK	BRIAN G	10.80
80133	03/14/2013	SHAFFER	SARAH A	17.53
92886	12/12/2013	SKIDMORE	SEAN M	6,673.00
63077	02/16/2012	SKOLASKI	LUCINDA J	16.80
63066	02/16/2012	SMITH	KAREN K	17.46
79041	02/21/2013	SMITS	CHRISTINA L	26.20
71449	08/22/2012	SOTILLO	FEDERICO A	33.02
90032	10/17/2013	SPEERSCHNEIDER	JOSEPH ARTHUR	26.97
63107	02/16/2012	SPREEMAN	STACY L	16.80
85307	07/11/2013	ST LAURENT	MASON ALEXANDER	16.11
90370	10/24/2013	STEBBINS	JOANNE	834.00
92767	12/12/2013	STEINHOFF	GEORGE J	21.10
87094	08/29/2013	STENSON	JILL M	74.20
69574	07/12/2012	STUJENSKE	GREGORY A	16.25

2015 Advertised Outstanding Checks at 10/21/15 to be Moved to Unclaimed Funds Account 100.2005

<u>Check #</u>	<u>Date Issued</u>	<u>Last Name/Business Name</u>	<u>First Name</u>	<u>Check Amount</u>
62456	02/02/2012	STUTLEEN	PAUL	20.00
61674	01/19/2012	TAYLOR	GEORGE T	16.97
69703	11/19/2013	TAYLOR	MARTIN J OR ELIZABETH A	64.08
85296	07/11/2013	TEWES	MARILYN A	37.86
68761	06/21/2012	THAO	PATTI A	18.43
69228	07/05/2012	THOMAS	FELICIA	16.00
92817	12/12/2013	THOMAS	LAUREL MARGARET	21.10
87055	08/29/2013	THOMAS-ALVAREZ	HEATHER M	18.55
74057	10/25/2012	TOOMER	WILLIAM T	36.40
91689	11/27/2013	TROUP	DAVID C	34.36
90035	10/17/2013	VAN LANEN	KARI E	26.20
78744	02/14/2013	VAN STRATEN	CHAD M	18.55
77709	01/24/2013	VANDERLOOP	KAELA M	76.24
85622	07/18/2013	VANG	MEE	12.00
78804	02/14/2013	VANLAANEN	NICOLE L	23.65
68534	12/28/2012	VANLAANEN	SHANNON P OR NICOLE L	14.30
85650	07/18/2013	VANNIEUWENHOVEN	JUSTIN	15.00
62369	02/02/2012	VLIES	BETHANY A	41.70
74338	2/18/2013	WALGREENS IMMUNIZATION		24.00
77566	01/24/2013	WALL	BRENDA ANN	28.75
70379	12/20/2013	WALLENFANG	AARON	17.80
63512	02/23/2012	WANG	QING ER	19.20
81944	04/25/2013	WAY	EDWARD A	16.00
69491	02/20/2013	WESTRICH	TODD M OR CAROLE M	74.90
91610	11/21/2013	WICHITA PUBLIC LIBRARY		48.00
90441	10/24/2013	WICK	JEFFREY P	20.08
87179	08/29/2013	WILLIAMS	LINDSEY L	20.08
73913	10/25/2012	WILSON	ELIZABETH M	34.55
83648	06/06/2013	WOLF	KAREN A	22.63
92811	12/12/2013	YOUNG	KIMBERLY M	18.55
66702	12/3/2012	YOUNGER	JEAN M OR ROSEMARY J	40.44
79052	02/21/2013	YOUNGS	JOHN L	21.10
70295	12/19/2013	ZERVOS	AGNES A	48.43

Total Outstanding Checks to Move to Unclaimed Funds Account 100.2005

\$44,166.14

9/30/15

BROWN COUNTY LAND RECORDS SYSTEM
OUTSTANDING TAXES PAYOFF FIGURES

13:54:25
LRSPG113

PARCEL NO: M -147

CURRENT OWNER: NEWE DEAL LLC

PROPERTY LOCATION: 3195 MILL RD

PAYOFF DATE: 09 / 2015 ENTER DATE AND CMD 2 FOR NEW FIGURES

X YR	GENERAL DUE	INT/PEN	SPECIAL DUE	INT/PEN	CHARGES DUE	TOTAL DUE
2014	225.90	27.11	334.72	40.17	.00	627.90
2013	241.70	72.51	456.37	136.91	.00	907.49
2012	310.10	148.85	453.94	217.89	.00	1,130.78
2011	565.30	373.10	445.14	293.79	4.00	1,681.33
2010	560.10	470.49	436.22	366.42	2.00	1,835.23
2009	554.40	565.49	427.83	436.38	150.00	2,134.10
2008	566.70	680.04	416.36	499.63	152.00	2,314.73
2007	.00	.00	.00	.00	.00	.00

TOTAL	3,024.20	2,337.59	2,970.58	1,991.19	308.00	10,631.56
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Enter 'X' and press: CMD 3 - Remove tax years
CMD 1 - Return to previous screen

Brown County

HEALTH DEPARTMENT

PHONE (920) 448-6400 FAX (920) 448-6479 WEB: www.co.brown.wi.us 610 S.
BAY, WI 54305-3600

BROADWAY STREET GREEN

Memorandum

Date: 10/1/2015

Re: Morrison Manor House

On 8/27/2015, EH Supervisor Rob Gollman and Sanitarian Kevin Pontius went to investigate the Morrison Manor House and the adjoining property owned by Melissa Hauk. Photos were taken of the Manor House (included in this report) and it was found to be in poor shape, with a collapsing roof. External doors were noted open, and upon approach, there was a strong smell of mold inside of the building. As it was determined to be unsafe for entry, no entry into the building was made.

Following the external observations made by Gollman and Pontius, an inspection of Melissa Hauk's business, Aurora's Apothecary, and Hauk's building itself were performed. The property did not show any signs of vermin infestation or of damage caused by the neighboring building. Two cats were noted outside of her property, which Hauk claimed were feral and that the neighboring building had attracted them and other animals such as raccoons. Hauk stated that she had been trapping the cats and raccoons. After being shown an early photo of the two buildings, an addition was made to create a small building in between the two properties. The two buildings do not share a common wall.

On 8/28/2015, per discussion with Brent Haroldson, Assistant Corporation Counsel, it was determined that no action will be taken at this time until ownership of the property has been determined. Per Attorney Haroldson, "before a county is required to act there must be a hazardous substance, as that term is defined by statute, on the property and the municipality must make a written request to the county to take the property by tax deed (see Wis. Stat. Sec. 75.17)." In the absence of a hazardous substance on the property, Haroldson "[does] not believe the county is obligated to commence foreclosure proceedings on this property."

The referenced quotations were taken from a follow-up email in which Attorney Haroldson described the conference call between Haroldson, EH Supervisor Rob Gollman, Health Director Chua Xiong, and Sanitarians Kevin Pontius and Gina Ploessl. This email has been included in this report and is titled: RE Legal issues regarding the Manor House building in Morrison. Also included in this report is an email which began the investigation, titled: PDT Action Request.

Kevin Pontius, BS, REHS/RS
Public Health Sanitarian
Brown County Health Department
610 S. Broadway St.
Green Bay, WI 54305
Phone: (920) 448-6423